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Report for Week Ending 20 February 1957
from
PROJECT STAFF

25X1 1. NEWS

a. [] ORR/MAP Library Division, visited [] to instruct repository personnel in the indexes used in locating maps. 25X1

b. Work started on the installation of the agency file system in OSI. The OAD/Executive is the first to be done. Three staffs and six divisions will be covered before completion of this project.

c. The BR/OCR has forwarded a requisition for the necessary equipment to convert to shelf filing, as recommended by this Staff.

d. The Chief of OSB/SD/LO has requested that other arrangements be made to review file equipment requisitions. He is in agreement with the review being made but feels that it should be done before receipt of the requisition by the Logistics Office.

2. CONTRIBUTIONS

a. Reviewed 19 requisitions for file cabinets with the following result:

Field - 3 approved
DD/P - 7 approved
DD/S - 3 approved
1 cancelled (obtained agreement to exchange a 4 drawer safe for a 2 drawer safe)
DD/I - 4 approved
1 cancelled (37 five drawer non safe correspondence cabinet)



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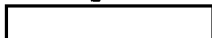
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Report for Week Ending 20 February 1957
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

1. Contributions

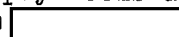
- a. Delivered talks on Agency filing and correspondence practices at the OTR Administrative Procedures Course.
- b. Developed chapter on filing systems, equipment, and supplies for incorporation in the Management Staff booklet being written by

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2. News

The Chief Building Supply Officer reported that the Majority of the first 100 typewriter lift boxes distributed to supply rooms are in use by typists. He has ordered another 100 boxes from



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3. Training - Completed four hours of Conference Leadership training.

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Report for Week Ending 20 February 1957

From

RECORDS DISPOSITION BRANCH

Project 6-40 - Office of Central Reference

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During the past three weeks we have assisted the Acquisition Branch, Library Division, to retire or destroy their inactive records in accordance with proposals made as a result of our records survey. A total of 31 man-days was expended by personnel from this staff and the Records Center to complete this project. As a result, a total of 1070 cubic feet of records was removed from office space. Of this total, 826 cubic feet were transferred to the Records Center and 244 cubic feet destroyed on the spot. The removal of this material emptied the following pieces of equipment which for the most part will be returned to supply after their internal reorganization:

5 5-Dr Card Safes; 12 4-Dr Legal Safes;
13 4-Dr Cabinets; 1 10-Dr Card Cab; 4 5-Dr Map Cabinet and
1 15-Dr. Map Cabinet; 1 card tub; 1 6-Dr Microfilm Cabinet. - 38

75 feet of metal shelving; 90 feet of wood shelving. As a further accomplishment, they can now consolidate their remaining material in the headhouse and make available three rooms with a total of 1080 square feet of floor space. They have tentative plans now to move one of their sections from the Stadium into this space. The inventory and scheduling is continuing in the remainder of the Library Division. Project is 62% complete.

Project 6-62 - Special Register

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The Agency subject numeric file system has been installed in all five administrative units of the Special Register and the personnel trained in their maintenance. Project is completed although periodic visits will be made to each installation. Completion report will be submitted today.

Project 6-70 - Cable Secretariat

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No change from previous report. Project is 80% complete.

Project 6-81 - Office of Logistics

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No change from previous report. Project is 60% complete.

Project 6-82 - Audit Staff

A draft of the revised records control schedule for the Staff has been submitted for comments. Project is 60% complete.

General Information

From a list of on-duty personnel furnished by the Personnel Office, the Medical Staff was able to retire 19 boxes of medical charts on separated personnel. Medical Staff also intends to apply this list against the psychiatric and Xray files in the near future.

50% of the records scheduled for retirement in the Office of General Counsel have been transferred to the Center. This Staff is assisting in the preparation of these records for retirement.

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General Information-contd

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[redacted] ARO/OP has requested that an audit and revision of their Records Control Schedule be initiated in May of this year. This early revision is necessitated not by changes in organizational structure of the Office, but by dynamic changes in record keeping processes and techniques.

A file equipment requisition received from the Office of Personnel was discussed with the requesting component and resulted in an agreement to return a 4-drawer legal safe to stock when the requested 2-drawer safe is received. A request for 10-letter size cabinets was returned to the requesting components by the ARO/OP for review in the light of reducing the number of cabinets requested.

ILLEGIB

A plan to utilize the "Flex-Site", prong type visible record binders has been presented to the Chief, Forms Management Branch. [redacted]

[redacted]

ILLEGIB



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Report for Week Ending 20 February 1957
from
FORMS MANAGEMENT BRANCH

1. Statistical Summary

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO OF COPIES</u>
New	2		2	-	4	5,600
Revision	1		3	3	7	52,100
Reprint	2	7	11	29	49	542,600
Total	5	7	16	32	60	600,300
Redesignated		1				
Obsolete		1				

2. Information Report Study (Rice)- A common Information Report Format for CIA has finally been realized.

Last week OCR and OO both agreed to accept a common format basically compatible with the previously standardized CS Report Format.

While a few minor differences still remain, the forms of these three components are now so much in line that the average IAC Analyst reading a completed report will probably never ever notice them. When Zipper and CSTD Report Formats are brought into line complete agency-wide standardization will have finally been achieved. Prospects for this final standardization in the near future are excellent. Continuing efforts are simultaneously being made to sell this format IAC-wide.

3. Construction Samples of Form 53 Series Approved- []

Hand-made construction samples of the Dispatch Forms furnished by Consolidated Business Forms were inspected, tested and approved Tuesday. Procurement will now be expedited.

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4. Completes Draft of Revised "Notification of Security Approval for Appointee", Form No. 1173- [] - This form supersedes and makes obsolete Form No. 38-101 which has been printed in the past in conventional memorandum style on regular letter size (8"x 10 $\frac{1}{2}$ ") sheets. The revised format has been reduced to half letter size (8" X 5 $\frac{1}{4}$ ") and developed into standardized box style form which enhances its general appearance.

5. Statistical Summary

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	1	1	5		7
Revision	2		7		9
Reprint		2	5	5	12
Total	3	3	17	5	28

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Report For Week Ending 19 February 1957
From
Records Center

During this week the following accessions were made:

OTR	10 Cu. Ft.
ORR	1 " "
OCR	17 " "
DD/P	260 " "
OCI	6 " "
MEDICAL	4 " "
OO	1 " "
COMPT	47 " "
SECURITY	3 " "
OSI	5 " "
Sub-Total:	<u>354 Cu. Ft.</u>
Finished Intelligence	19 " "
Total:	<u>373 Cu. Ft.</u>

V M Material	617 Cu. Ft.
Records Holdings	19,502 " "
Distribution Material Holdings	<u>11,271 " "</u>
Total:	<u>31,390 Cu. Ft.</u>

Distribution Material Disposed of at Center	8 Cu. Ft.
Distribution Material Transferred from Center	34 " "
Records Disposed of at Center	111 " "
Records Transferred from Center	35 " "

Accessioning

The Center received 4 cubic feet of polygraph files from the Security Office. A total of 35 cubic feet of these records have been received to date. The Area Records Officer of Security has indicated that this job will be completed in approximately six weeks.

The Center accessioned 260 cubic feet of records from DD/P. This is the first accession from that area since 20 December 1956.

Reference

The reference service on inactive records has been above normal for the second straight week. This is due largely to service on inactive Library material being requested by OCR/IR.

Disposal

There were 119 cubic feet of records and distribution material destroyed during the week and 69 cubic feet transferred.

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,013	9,897	11,910
DD/P	2,867	5,863	8,730
DD/S	1,148	6,712	7,860
DD/S (Compt.Grilled Area)	341	139	480
DD/I	429	6,381	6,810
DD/I (Grilled Area)	1,035	2,745	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,543	32,677	41,220